



Mass balance monthly reporting for waste depots

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EPA 1121/24: This information sheet has been prepared for waste depots required to undertake mass balance reporting requirements.

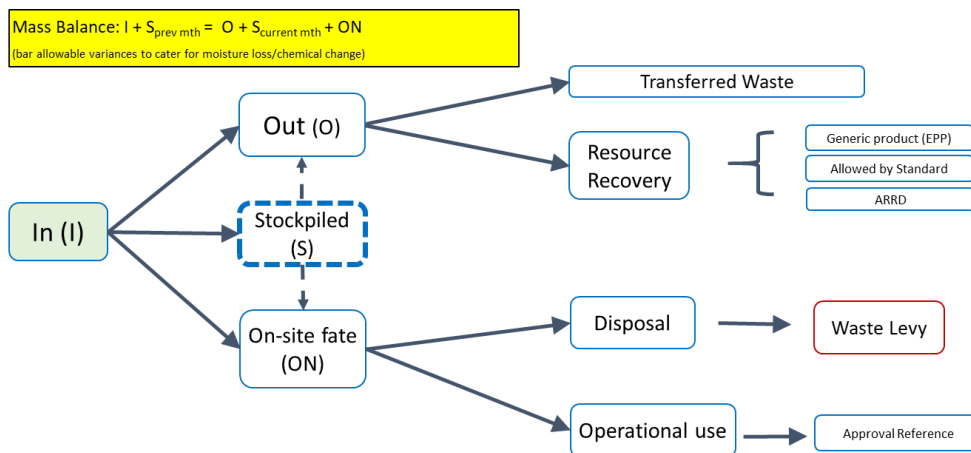
1 Introduction

This information sheet outlines information to assist facilities in adapting their systems and processes to meet monthly mass balance reporting requirements.

Mass balance reporting requires waste depots receiving **over 20,000 tonnes** per annum of solid waste and other matter, or otherwise directed by the Environment Protection Authority (EPA), to report monthly on what is:

- received at the site
- transported from the site (to other resource recovery facilities or landfill)
- remaining stockpiled on-site
- used on site
- disposed on site.

This is outlined in the following diagram.



Mass balance conceptual diagram

Part 6 of the *Environment Protection Regulations 2023*¹ (EP Regulations) sets out requirements for reporting, record keeping and measuring of waste and other matter for the purposes of monthly returns² for mass balance reporting and waste levy payments.

The [Waste reporting, record keeping and measurement standard](#) is published under the Regulations and prescribes further regulatory requirements, which must be complied with under specified provisions of the Regulations.

Further information is also available of the EPA website:

https://www.epa.sa.gov.au/environmental_info/waste_recycling/mass-balance-reporting

If you are unsure if you need to report, please email the EPA, marking 'Attention MBR team' in the subject line via epainfo@sa.gov.au and provide your EPA licence number.

2 Report submission

A person required to provide a monthly return under regulation 74(1) – *for waste levy payment purposes* or 74(2) – *a mass balance report*, must do so 'in the manner and form approved by the Authority'.

2.1 Waste levy monthly return

Waste levy monthly returns under regulation 74(1) must be submitted via the EPA online [Environment Licensing Forms \(ELF\) licensee portal](#), in the manner and form provided for by that system.

See [Waste Levy Regulations Guideline](#) for further information.

2.2 Mass balance report monthly return

Mass balance report monthly returns under regulation 74(2) must be submitted via the ELF licensee portal in the manner and form provided for by that system. Within the portal licensees can either:

- enter data directly into the online mass balance reporting module³, or
- upload data using formats provided on the Mass Balance Reporting EPA webpage⁴, into the reporting module.

3 Waste and other matter received at depot

The total mass of waste or other matter received at the site during the previous month must be reported using the following categories:

- waste and matter type

¹ https://www.legislation.sa.gov.au/lz/path=/c/r/environment_protection_regulations_2023

² A monthly return under regulation 74(1) or 74(2)

³ To be created as part of mass balance reporting system development. This document will be updated with links once available.

⁴ https://www.epa.sa.gov.au/environmental_info/waste_recycling/mass-balance-reporting for reference materials and technical requirements.

- waste and matter stream
- whether the waste received is classed as **metropolitan** or **non-metropolitan** waste under the Regulations⁵
- how the mass of each material type was determined (weighed or conversion factors)
- the total mass (in tonnes) of each material type received.

Further information, including the full list of waste and matter types and streams is included in the [Waste reporting, record keeping and measurement standard](#). This information will need to be reported from the following fixed categories.

Material type (see Section 6 of standard)	Stream (see Section 6 of standard)	Metro/ non-metro	Mass determination	Mass
Asphalt	Construction and demolition (C&D)	Metro	On-site weight	Tonnes
Bricks	Commercial and industrial (C&I)	Non-metro	Off-site weight	
Mixed waste – skip bin	Municipal solid waste (MSW)		Conversion factor	
Concrete	Hazardous			
Insulation	Other			
Masonry				
List continues for all material types				

⁵ Required under Regulation 74 (1)(a)

3.1 Waste and other matter transported from the depot for use, recovery, recycling, processing or disposal

The total mass of waste or other matter transported from the facility during the previous month must be reported using the following categories:

- waste and matter type
- material fate – transferred waste or recovered resource
- further information – eg did the recovered resource material meet a standard or approval.
- destination – if the waste is being transferred intrastate, interstate or overseas
- mass determination – how the mass of each of material type was determined (weighed or conversion factors)
- mass – the total mass (in tonnes) of each material type transported from the site.

Further information, including the full list of waste and matter types is included in the [Waste reporting, record keeping and measurement standard](#). These classifications will need to be selected from the following fixed categories.

Material type	Material fate	Further information (optional)	Destination	Mass determination	Mass
Asphalt	Transferred waste	For example, applicable waste derived material standard or specification reference	International	On-site weight	Tonnes
Aggregate	Recovered resource		SA	Off-site weight	
Mixed waste – residual			Vic	Conversion factor	
Concrete			NSW		
Green waste			NT		
Masonry			WA		
List continues for all material types			List continues for all states		

Material fate has been defined as follows:

- transferred waste – waste or material that is being transferred for further treatment
- recovered resource – material that meets an [EPA published standard](#) or an EPA approved specification (eg waste derived fill), or other material that is ready and intended for imminent use without the need for further treatment to prevent any environmental harm that might result from such use in accordance with clause 4 of the [Environment Protection \(Waste to Resources\) Policy 2010](#).

3.2 Material used for operational purposes at depot

The total mass of material used on site for operational purpose(s) during the previous month must be reported using the following categories⁶:

- material type (see section 6, Waste reporting, record keeping and measurement standard)
- operational use approval reference for the material⁷
- description of operational use for the material
- how the mass was determined (weighed or using conversion factors)
- total mass (in tonnes) of each material type used at the site.

Further information, including the full list of waste and matter types is included in the [Waste reporting, record keeping and measurement standard](#).

These classifications will need to be selected from the following fixed categories.

Material type	EPA approval reference	Use description	Mass determination	Mass
Asphalt	Approved operational use reference ID* (optional)	Description	On-site weight	Tonnes
Aggregate			Off-site weight	
Compost			Conversion factor	
Mulch				
List continues for all material types				

*Approved operational use reference ID is to be provided only when one has been provided by the EPA.

⁶ For the purpose of regulation 89(1)(e)

⁷ Approval reference IDs will be available for approved operational uses by the commencement of the intended *Environment Protection (Waste Depot Levy) Variation Regulations 2020*.

3.3 Stockpiles

The total mass (in tonnes) of waste and other matter (material) stockpiled at the depot must be determined by the following mass balance formula:

$$\text{Stockpiled material} = \text{material onsite from previous reporting period} + \text{material received at the site} - \text{material transferred from the site} - \text{waste disposed of (including cover)} - \text{material used for operational purposes}$$

Where the depot has evidence that the total stockpiled mass determined using the above formula is inaccurate (eg as a result of moisture loss or gains) the licensee may provide a corrected figure for stockpiled material in tonnes. If the licensee provides a corrected figure, they must also provide a justification for how the corrected figure was determined⁸, including:

- the reason for the change in mass
- a description of how the amount of change was determined
- any further information requested by the EPA in writing.

Further information

Legislation

[Online legislation](#) is freely available.

General information

Environment Protection Authority
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Adelaide SA 5001
Telephone: (08) 8204 2004
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Website: <https://www.epa.sa.gov.au>
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⁸ Regulation 74(3)(h)